# City of Redmond Human Services Commission Meeting Summary Monday, May 14, 2012 6:30-8:30 p.m.

<u>Members Present</u>: Steve Daschle, Jason Dick, John Enslein, Lynn Fleshman, Kerry Smith, Miles Mitchell

Staff Present: Colleen Kelly, Brooke Buckingham.

Public Comment: None

<u>April 24 meeting summary</u>: Lynn Fleshman made a small edit to the meeting summary. Summary approved.

## <u>Updates by Commissioners:</u>

None

### Updates from Staff:

Human Services Planner job announcement has been posted. Staff gave a brief update on the number of applications that came in and the amount of requests (as compared to last cycle).

## **Old Business**

#### **New Business**

Share1App Admin Training – Brooke trained the Commission on the online admin tool that will be used to review and score applications. Question about whether comments will show up in the online tool. Brooke will follow-up. Most Commissioners will do their reviews online. Miles and Jason asked for a CD of the applications. Comments and scores need to be input by the morning of the meeting so that Brooke has enough time to prepare and print materials for the evening. Brooke will provide staff input and background about various applications, as needed. Staff walked through an application to show how the rating tool would be applied.

**Review rating criteria and scores** – Brooke reviewed proposed rating tool, which applies a weight to the different criteria: Need (25), Program Outputs & Outcomes (25), Budget/capacity (25), Accessibility (15), and Strategic Directions (10). There was some discussion about how we can

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make the rating tool more objective, by possibly asking some additional questions to demonstrate whether the application meets the criteria. The group agreed that there is some amount of subjectivity in reviewing the application but staying consistent with your scoring method helps. Staff will check in after the group has read some proposals to see if the tool needs further refinement.

**Assignments/Timelines** – Staff reviewed the proposed application review schedule. The group agreed that it was feasible. Commissioners need to send Brooke their vacation schedules. If someone knows they will be out, they will try to enter scores in advance to the meeting. The group discussed changing one of the meeting times from the 4<sup>th</sup> Tuesday to the 4<sup>th</sup> Monday. Participating members all agreed this worked better for them. Brooke will follow up with those absent.